



Building Officials' Association of BC

Candidate Instruction Manual for Granted Exams

This packet contains step by step instructions with screenshots on how to access your PRONTO account, purchase and write your BOABC examination.

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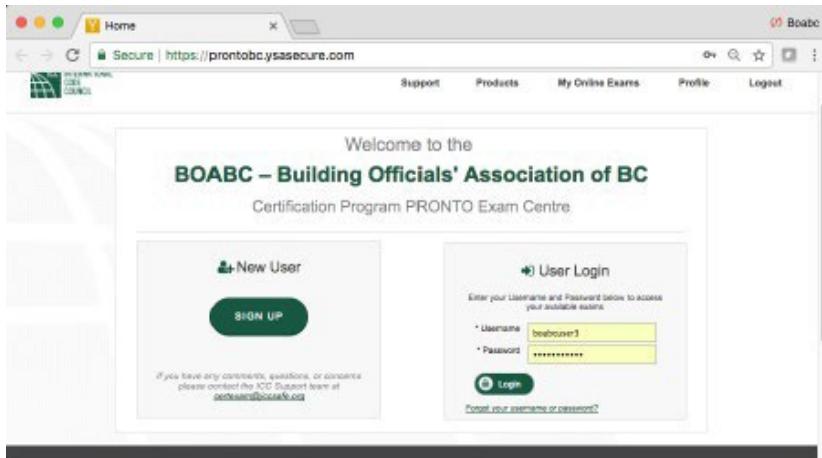
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The only browser you can use for PRONTO examinations is the Guardian Secure Browser. Download the browser for free at: <https://guardian.measurelearning.com/>

Using Your Promo Code

Launch Guardian Secure Browser

Go to this URL: <https://prontobc.ysasecure.com/>



Enter your username and password. If this is your first time accessing the website, click on Forgot your username or password to create a password.



1. Click on Purchase Exam.

Products

PRODUCT	PRICE (\$)
BOABC Level II - Exam 5	\$272.00
BOABC Level III - Exam 7	\$272.00

2. Click on the examination you wish to purchase.

BOABC Level II - Exam 5

\$272.00

What you're buying:

Product	Type	Valid until	Number of Attempts
BOABC Level II, Exam 5	Exam	July 2, 2022	1



3. Click on Buy.

Review Your Purchase

1 Address & Payment Type 2 Payment 3 Review Order 4 Receipt

Product	Quantity	Promo Code	Price
POABC Level II	1	<input type="text"/>	\$272.00

* The above pricing may not reflect discounts. Click continue to see the amount with discounts.

Billing and Shipping Information

Payment Type

Payment type: Credit Card

Continue

4. Insert Promo Code

5. Click on Continue

Review Your Purchase

1 Address & Payment Type 2 Payment 3 Review Order 4 Receipt

Product	Quantity	Promo Code	Price
POABC Level II	1	3wce3u6zgk97	\$272.00
Promo Code Discount			\$272.00
		Total »	\$0.00

* The above pricing may not reflect tax in your area. Click continue to see the final amount.

Billing Details

No further billing information is required to complete this transaction.

Back Review order confirmation

6. Click on Review order confirmation

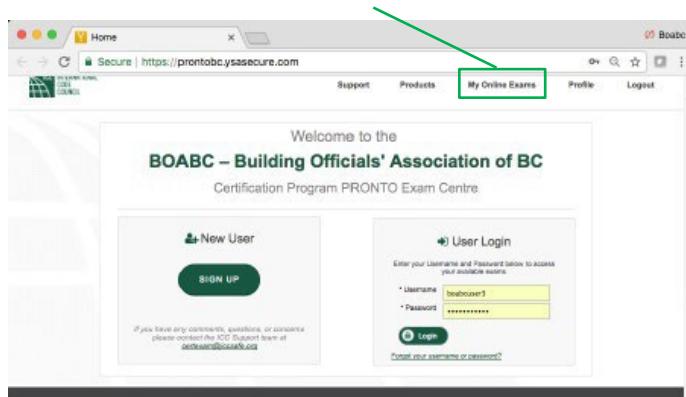
Once you have purchased the examination using the coupon code, click on My Online Exams and proceed with **Step 4** listed in the Booking Your Exam section below.

Booking Your Exam

If writing the exam immediately after purchase: After you have purchased the exam, you will select the "Take Exam" button in your PRONTO account to launch the exam on- demand.

If you are not taking the examination immediately after purchasing the examination, you will:

1. Launch the Guardian Secure Browser and go to: <https://prontobc.ysasecure.com/>
2. Log into your PRONTO Account
3. Click on “My Online Exams”



4. Read and agree to the terms and conditions.

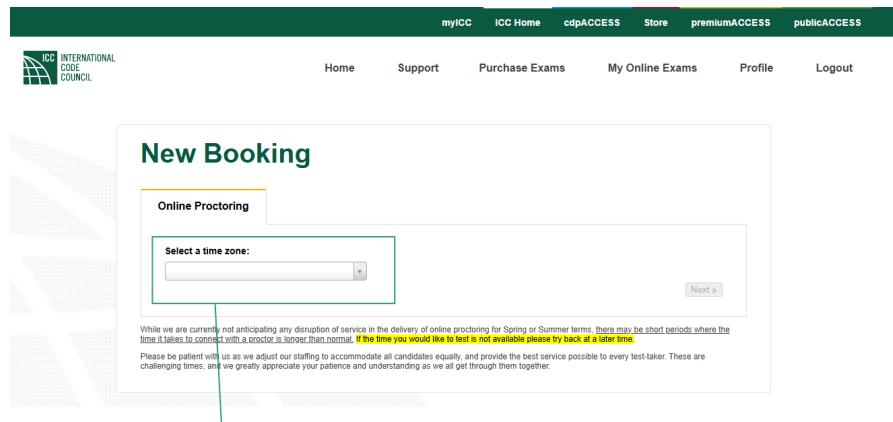
Note: If you have tested previously with ProctorU, it is recommended you test your system by clicking on the "Test it Out" button prior to agreeing to the terms and conditions.

The list of available exams will appear:



A screenshot of a web page titled 'Available Exams'. At the top right is a 'History' button. Below it, a box labeled 'POABC Level I' shows '1 use remaining'. A green box and arrow point to a 'Book' button on the right side of the box.

5. Click on "Book" next to the examination you will be writing.
The following screen will appear

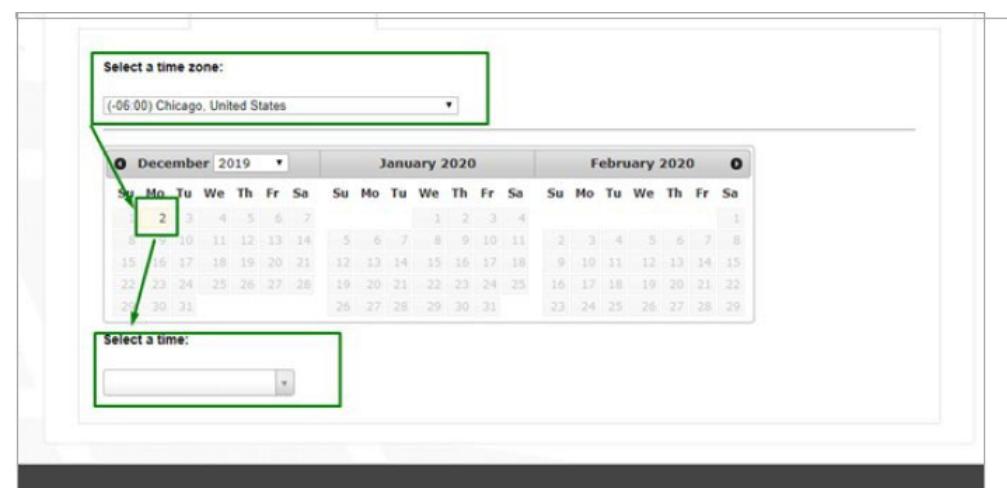


A screenshot of a 'New Booking' page. At the top, there's a 'myICC' menu bar with links for myICC, ICC Home, cdpACCESS, Store, premiumACCESS, and publicACCESS. Below the menu, the International Code Council logo is on the left, and navigation links for Home, Support, Purchase Exams, My Online Exams, Profile, and Logout are on the right. The main area is titled 'New Booking' and contains an 'Online Proctoring' section with a 'Select a time zone:' dropdown menu. A green box and arrow point to this dropdown. Below it is a note about online proctoring and a 'Next >' button.

6. Select your time zone.

NOTE: All examinations are on demand and cannot be booked for future dates. ProctorU schedules exams within 15-minute intervals. If a proctor is available within the current 15 minutes, you will be able to book into the current time slot, then you can take your exam immediately. If you do not see a time, please refresh by reselecting the day every few minutes.

The following screen will appear



A screenshot of a booking calendar. At the top, there's a 'Select a time zone:' dropdown menu with '(+06 00) Chicago, United States' selected. Below it is a calendar for December 2019, January 2020, and February 2020. A green box and arrow point to the date '2' in December. At the bottom, there's a 'Select a time:' dropdown menu. A green box and arrow point to this dropdown.

8. Then click on today's date and select your time. Your exam is now be scheduled.

9. Click on "My Online Exams" on the top of the page.

Waiting to Launch your Exam

After you navigate to "My Online Exams" you will see your current booking:



Bookings for BOABC Level II, Exam 5

Booking Number	0000992709
Exam Name	BOABC Level II, Exam 5
Exam Start Time	09/30/2020 19:50 CDT
Exam End Time	09/30/2020 22:50 CDT

Exam available in:
0d 0h 35m 21s

Withdraw from this booking
Transfer this booking

Back to launch page

Note: If you will not make this appointment, you must click on "Withdraw from this booking" prior your scheduled appointment time.

If you decide to go to "Back to launch page", you can check on the status of your examination on this page. Clicking on Status will take you back to your booking.

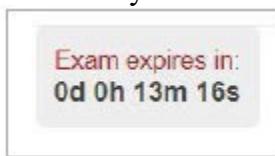


BOABC Level II, Exam 5

Exam available in:
0d 0h 30m 48s

Status

At your appointment time, the countdown timer will be replaced with a message that your examination is now available. You will have 15 minutes to launch your exam. If you do not launch your examination before the countdown expires, you will be marked as a "no show" and will forfeit your examination fee.



Exam expires in:
0d 0h 13m 16s

1. Click on "Back to launch page".



BOABC Level II, Exam 5

Exam expires in:
0d 0h 10m 9s

Launch exam »

2. Click on "Launch exam". You will now start the process for connecting with your proctor.

Video on Connecting with ProctorU

A video on connecting to ProctorU can be found at: <https://vimeo.com/374999370>

Support

CONTACT INFORMATION FOR YARDSTICK AND PROCTORU

Yardstick Assessment Strategies

Measure Learning Support

Real Time Chat: Click [HERE](#)
Ticket support (for non-urgent matters): Click [HERE](#).
Phone: 1-855-772-8678, Option 1.

HOW DO I LOG IN TO MY ACCOUNT?

- To log-in to your account, please click on the following link to be taken back to the [My ICC Login Page](#)
- If you do not have an account yet, you can click here to [Register for an Account](#)
- If you have forgotten your password, simply enter your e-mail on the [Forgot Your Password Link](#)

WHAT SHOULD I DO BEFORE CONNECTING TO A LIVE PROCTOR?

- Your webcam is installed and turned on. This is the fastest and most reliable way to successfully complete the exam.
- With the exception of the International Code Council PRONTO website, all other programs and applications are closed.
- You have your government-issued photo identification ready to show the Proctor. The identification must be valid (not expired) and include your signature. Examples include a driver's license or a passport.
- Your work station is clear of any papers and other miscellaneous items.

WHAT DO I DO IF I ENCOUNTER TECHNICAL ISSUES DURING MY PRONTO EXAM?

If you encounter account, or purchasing issues, please send your:

- Account Number
- Full Name
- Brief description of the issue

To the ICC Support team at askac@iccsafe.org.

If you encounter technical issues with your live proctor, please contact ProctorU directly:

Measure Learning Support

Real Time Chat: Click [HERE](#).
Ticket support (for non-urgent matters): Click [HERE](#).
Phone: 1-855-772-8678, Option 1.